**Report Writing Rubric**

**Name:**

**Project Name:**

**Instructions:** Use this rubric to self-assess your report as you work on it.

| **4** | **3** | **2** | **1** |
| --- | --- | --- | --- |
| **Theme** | | | |
| My report has a narrow and meaningful topic. The theme ties the whole report together. | My report has a narrow topic that ties the whole report together. | My report seems to have a topic, but some parts are not related to the topic. | My report seems to be about more than one topic. |
| **Content** | | | |
| My report includes carefully researched facts and logical conclusions drawn from my research. | My report includes well-researched facts and conclusions. | My report includes some facts and conclusions based on my research. | My report does not include facts and conclusions, or my facts and conclusions are not based on research. |
| **Creativity** | | | |
| My report includes language, features, and information that surprise readers and communicate the theme. | My report includes features that surprise readers and communicate the theme. | My report includes some features that may surprise some readers or communicate the theme. | My report is predictable and does not surprise readers. |
| **Graphics** | | | |
| I include several pictures, maps, diagrams, timelines, and charts to explain my theme. The graphics are clear, labeled correctly, and easy to interpret. | I include some pictures, maps, diagrams, timelines, and charts in my report that relate to the topic. | I include some graphic features in my report, but they are sometimes confusing and distracting. | I include no graphic features in my report, or the ones I include are confusing and are not about the topic. |
| **Introduction** | | | |
| My report has an introduction that describes the theme in an interesting way and makes readers want to read the rest of the report. | My report has an introduction that describes the theme. | My report has an introduction, but it does not clearly describe the theme. | My report does not have an introduction. |
| **Organization** | | | |
| I present the information in my report in a way that builds on ideas and helps readers understand the theme. For example, I start with details and end with generalizations, or I start with generalizations and end with details. | I present the information in my report in an order that helps readers understand the theme. | I present some information in my report in order, but some information is unorganized. | My report is unorganized. |
| **Conclusion** | | | |
| My conclusion leaves readers with an important idea about the theme to think about. My conclusion is worded in an interesting way. | My conclusion focuses on the theme of my report. | My conclusion does not focus on the theme. | My report does not have a conclusion. |
| **Paragraphs** | | | |
| My report is divided into paragraphs. Each paragraph is about one topic. My paragraphs are different lengths. | My report is divided into paragraphs. Each paragraph is about one topic. | My report is divided into paragraphs, but some paragraphs are too long or too short. | I have too many or too few paragraphs. |
| **Sentences** | | | |
| My sentences are different lengths and start in different ways. I connect my sentences so my writing flows and sounds natural. | Most of my sentences are different lengths and start in different ways. I usually connect my sentences so my writing flows. | Many of my sentences sound the same or are the same length. I try to connect my sentences, but my writing sometimes seems choppy. | My sentences usually start the same and are the same length. My writing is choppy and unconnected. |
| **Language** | | | |
| I use accurate and interesting language to communicate my theme and explain, persuade, and create pictures in readers’ minds. | I use accurate and interesting language to explain my theme. | I try to use accurate or interesting language to explain my theme. | I do not seem to try to use accurate or interesting language, and my report is ordinary and often inaccurate. |
| **Conventions** | | | |
| My report has no errors in grammar, spelling, punctuation, or capitalization. | My report has some minor errors in grammar, spelling, punctuation, or capitalization. | My report has some major errors in grammar, spelling, punctuation, or capitalization. that make it hard to understand in some parts. | My report has so many errors in grammar, spelling, punctuation, or capitalization. that it is difficult to understand. |
| **Appearance** | | | |
| My report is neat and attractive. I used fonts, colors, borders, shading, and other word processing tools to add to the report’s theme. | My report is neat and attractive. I used word processing tools to format my report. | My report is confusing in some parts. I used very few word processing tools to format my report. | My report is sloppy and confusing. |